



RELEASED: April 26, 2016

CLOSING DATE: May 27, 2016

## **POSITION ANNOUNCEMENT**

### **Career & Technical Student Organization (CTSO) Coordinator**

Salary range: \$57,000 - \$60,000 depending on experience – plus competitive benefits!

**Location(s):** Boise

This announcement will be used to fill the current opening at Idaho Career & Technical Education (ICTE) in Boise.

**Special Notification:** This is a 12-month (annual) position. This position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho State Board of Education policies.

#### **Key Responsibilities:**

- Provide statewide leadership and advocacy for all Career & Technical Student Organizations (CTSO)
- Work cooperatively with other CTSO Coordinators and ICTE Program Quality Managers to provide oversight and technical assistance to local schools and technical colleges related to student organization development and management
- Collect relevant CTSO data to ensure compliance with state requirements
- Work cooperatively with teachers, administrators, professional groups, businesses, schools and colleges
- Serve as State Advisor (shared assignment) for all of Idaho's CTSOs
- Manage agency organizational budget and resource allocations, as required
- Coordinate and manage all CTSO Student Leadership related conferences and training; including: budget, records, setup, conference resources & activities; work with CTSO boards where applicable
- Ensure effective communication between CTSO state officers and CTSO boards
- Provide guidance and oversight to CTSO state officers with regard to: professionalism, etiquette, protocol, and other CTSO expectations
- Provide supervision and guidance related to CTSO state officers as determined by CTSO board policies
- Provide state representation and oversight of CTSO state officers at all leadership activities and national conferences
- Manage all Division required activities related to CTSOs and CTSO state officers
- Supervise support staff
- Other duties as assigned
- Travel is required

#### **Minimum Qualifications:**

Candidates must qualify for or be willing to work towards an Idaho Career & Technical Administrator Certificate; bachelor's degree with a minimum of three years teaching experience in a CTE program area preferred (or equivalent work experience). Candidates must effectively demonstrate knowledge and experience in the following areas: organizational leadership and management; strong interpersonal and organizational skills; supervision, budget, and contract administration; interpretation of state and federal law; written and verbal communication skills, and computer skills.

**Application Procedure:** The application package consists of a letter that addresses the position qualifications; a current resume; copies of transcripts; and a list of references that include at least two former or current supervisors. Retain a copy of your entire application.

**Email application package to:** Tammy Ackerland: [Tammy.Ackerland@pte.idaho.gov](mailto:Tammy.Ackerland@pte.idaho.gov). If you have any questions, please call (208) 429-5502.

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